

Maintaining Email Settings

In Maintain Your Account→**E-mail Information** or Maintain E-mail Information, after the user enters an e-mail address in the proper format (a@b.c), the main options for that e-mail address appear.

Main Options for Primary E-Mail Address

| Email Information for Rene Descartes | | | | | |
|--|--------|-----------------|--------|-----------------|----------------------------|
| Primary E-mail Address | Format | Delivery Method | Active | In All My Cases | Additional Options |
| rene_descartes@planelaw.com | HTML | Individual NEF | Yes | Yes | Click to Show/Hide Options |
| <div>Add Additional E-mail Address Return to Person Information Screen Clear</div> | | | | | |

To add additional cases to the list for this e-mail address, the user must select **Additional Cases** from the *Additional Options* dropdown list. Then, the user can select **Add** from the *Additional Cases to Receive NEFs* dropdown list that appears.

Add Additional Cases to Receive NEFs

| Email Information for Rene Descartes | | | | | |
|---|--------|-----------------|--------|-----------------|--------------------|
| Primary E-mail Address | Format | Delivery Method | Active | In All My Cases | Additional Options |
| rene_descartes@planelaw.com | HTML | Individual NEF | Yes | Yes | Additional Cases |
| <div>Add Additional Cases to Receive NEFs</div> <div>Enter case number <input type="text"/> and click <div>Add to List</div></div> <div>Add Additional E-mail Address Return to Person Information Screen Clear</div> | | | | | |

When the user enters a case number, if there is more than one case for the year and number entered, a pop-up window appears. The user is prompted to select the correct case from the list in the pop-up window. If the case number entered in the *Enter case number* field is not a valid case, a pop-up window appears stating such.

Select Appropriate Case Pop-up Window

There is more than one case that matches the number entered; select the appropriate case below.

☐ 1:05-cr-70001-ABA-FRF - USA v. Leibnitz

☐ 4:05-cv-70001-CBC-FJF - Newton v. Leibnitz

☐ 6:05-cv-70001-RTR-FBF - Newton v. Descartes et al

Next

Clear

Once the user selects the appropriate case number, the case is added to the *Additional Cases to Receive NEFs* list. The user can add as many cases to the list as desired.

Additional Cases to Receive NEFs

| Email Information for Rene Descartes | | | | | |
|---|--------|-----------------|--------|-----------------|--------------------|
| Primary E-mail Address | Format | Delivery Method | Active | In All My Cases | Additional Options |
| rene_descartes@planelaw.com | HTML | Individual NEF | Yes | Yes | Additional Cases |
| <div>Add Additional Cases to Receive NEFs</div> <div>4:05-cv-70001-CBC-FJF - Newton v. Leibnitz</div> <div>Enter case number <input type="text"/> and click <div>Add to List</div></div> <div>Add Additional E-mail Address Return to Person Information Screen Clear</div> | | | | | |

To remove a case from the list, the user must select **Remove** from the *Additional Cases to Receive NEFs* dropdown list and then click on the appropriate case number. A **Remove from List** button appears, allowing the user to remove the case from the list.

There are two delivery methods for receiving NEFs: individual and summary. The delivery method of choice is selected for all the cases in the user's list. However, if the user wants to receive the opposite method of delivery for one or some cases, the user should select **Delivery Method Exceptions** from the *Additional Options* dropdown list. If the user then selects **Add** from the *Delivery Method Exceptions* dropdown list that appears, the user can select the case(s) to add for the other delivery method.

Delivery Method Exceptions Options

Email Information for Rene Descartes

| Primary E-mail Address | Format | Delivery Method | Active | In All My Cases | Additional Options |
|------------------------------|--------|-----------------|--------|-----------------|----------------------------|
| rene_descartes@planetlaw.com | HTML | Individual NEF | Yes | Yes | Delivery Method Exceptions |

Add Delivery Method Exceptions

The following cases will receive Summary NEF e-mails.

Select case to add to list here and click: **Add to List**

Select case to add to list here

2:05-cv-07200 - Burnell v. Smith

4:05-cv-70001-CBC-FJF - Newton v. Leibnitz

Information Screen **Clear**

To add and configure additional e-mail addresses, the user should click the **Add Additional E-mail Address** button, which causes the *Secondary E-mail Addresses* field to appear.

Additional E-Mail Addresses Field

Email Information for Rene Descartes

| Primary E-mail Address | Format | Delivery Method | Active | In All My Cases | Additional Options |
|------------------------------|--------|-----------------|--------|-----------------|--------------------|
| rene_descartes@planetlaw.com | HTML | Individual NEF | Yes | Yes | Additional Cases |

Show Additional Cases to Receive NEFs

2:05-cv-07200 - Burnell v. Smith

4:05-cv-70001-CBC-FJF - Newton v. Leibnitz

Secondary E-mail Addresses

Add Additional E-mail Address **Return to Person Information Screen** **Clear**

If the user enters a valid e-mail address, the e-mail settings options appear for modification, which works the same as for the primary e-mail address. The user can change the format, delivery method, and active settings; add additional cases, remove cases; and set delivery method exceptions for the secondary e-mail address. For all attorney users, the *Active* checkbox is available only for additional e-mail addresses. For court users, all e-mail addresses can be de-activated.

Additional E-Mail Address Options

Email Information for Rene Descartes

| Primary E-mail Address | Format | Delivery Method | Active | In All My Cases | Additional Options |
|------------------------------|--------|-----------------|--------|-----------------|--------------------|
| rene_descartes@planetlaw.com | HTML | Individual NEF | Yes | Yes | Additional Cases |

Show Additional Cases to Receive NEFs

2:05-cv-07200 - Burnell v. Smith

4:05-cv-70001-CBC-FJF - Newton v. Leibnitz

Secondary E-mail Addresses

rdescartes@planetlaw.net HTML Individual NEF ☒ ☐ **Click to Show/Hide Options**

Add Additional E-mail Address **Return to Person Information Screen** **Clear**

Once the e-mail addresses have been added and configured, the user submits the changes by clicking the **Return to Person Information Screen** button.